My Biz

"It's *My* Information"

What is *My Biz?*

An exciting new web-based Oracle Self Service application within the Defense Civilian Personnel Data System (DCPDS) that allows you 24 hour/7 day a week access to the following types of information

- **Position (current/historical)**
- **Salary**
- **Appraisal and Award**
- **Benefits**
- **Appointment**

What Can *My Biz* Do for Me?

In addition to viewing your personnel information, future enhancements will allow you to update information such as:

- **Race and National Origin designation**
- **Handicap code**
- **Email addresses**
- **Phone numbers**
- **Foreign language proficien**

When Can I Use *My Biz?*

- ***My Biz*** **will be made available to selected employees**
  (Test) in October 2005

- **There may be times when, due to unforeseen circumstances, the systems may become unavailable.**
  Quick resolution and notification will be our goal

- **Full implementation is scheduled f**

You will be notified by your Human Resources Office when *My Biz* is available for YOU

Test

- IMA and CHRA employees
- Must be registered in AKO
- Access through Portal – Employee Tab
  - http://www.cpol.army.mil/
  - Click on Employee Login
  - Use AKO userid and password
- Testing dates
  - All IMA & CHRA employees – Day 1 and 2 of test period
  - CHRA employees only – Day 3
  - No access to system – Day 4
  - Select group of CHRA Employees – Day 5
  - All IMA & CHRA employees – Day 1 and 3 of second week
  - No access to system – Day 2 of second week

Testing Dates

- **17/18 Oct** All IMA & CHRA users - verification of accounts and familiarization with the system
- **19 Oct** CHRA users only – 10% of testers log on throughout the day
- **20 Oct** **NO USER ACCESS – PERFORM ANALYSIS AND ADD ANY PERFORMANCE ENHANCEMENTS**
- **21 Oct** Limited group of CHRA users (100 from each CONUS region) access the system within the same five minute interval (1300-1305 EDT)
- **22/23 Oct** **NO USER ACCESS**
- **24 Oct** All IMA & CHRA users
- **25 Oct** **NO USER ACCESS**
- **26 Oct** All IMA & CHRA users

How Do I Access *My Biz?*

- Log into Portal (using AKO userid and password)
- Choose Employee Tab
- Access My Biz by clicking on “Access to My Biz click **Open**”

- Click on “My Biz”
- Enter SSN (with dashes) as userid
- See next slide to create initial Password
- Navigate through tabs and detail screens
- If there are any discrepancies go back to Portal screen and create a ticket (click on “My Biz Helpdesk”, choose type of error or “Other”)
- Complete a “Feedback” ticket describing your experience, make suggestion for improvement or just tell us what you liked or disliked
- Access as many times as you wish during specified testing days

How Do I Access *My Biz?*

- **When you log into My Biz for the *first* time, you will be prompted to provide a user ID and a password**
  - **Your user ID is your social security number (SSN)**
  - **Your initial password consists of the following**
    - **Capitalize first letter of first name**
    - **$ sign**
    - **Lower case first lett**
    - **$ sign**
    - **Fourth digit of SSN**
    - **$ sign**
    - **Fifth digit of SSN**
    - **$ sign**

Example: User John Smith with SSN 123-45-6789, will enter **Js4$5$**

- **You will be prompted to change your password after initial log in**

Portal Tools

- **Helpdesk**
  - **If you come across errors or have questions about data in My Biz, create a Helpdesk Ticket from Employee Tab in Portal**
- **User Guidance**
  - **If you have questions as to the definitions of the data elements, check out the User Guide from the Employee Tab in Portal**
- **Feedback**
  - **We are extremely interested to record your experiences (good and bad). Complete a Feedback ticket so we can make improvements where necessary. Create as many as you like whenever you like from the Employee Tab in the Portal**

Responsibility of a Tester

- Access My Biz through Portal
- Navigate through Tabs and Detail screens
- Identify any discrepancy of data within My Biz
- Report discrepancies through Helpdesk in Portal

Responsibility of a Tester -cont'd-

- Complete a "Feedback" ticket describing your experience
  - Report any type of issue and/or problem incurred while in My Biz or Employee Tab in Portal
    - Connectivity
    - Slow in responding
    - Experience with Helpdesk process
  - Make suggestions for improvement
  - Tell us what you liked or disliked

Responsibility of a Tester -cont'd-

- **Access My Biz and Portal as many times as you wish during specified testing days**

My Biz Summary

- Immediate secure access to personnel information
- Available 24 hours a day, 7 days a week from any personal computer
- Convenient access to information, it's all at your fingertips

For *up-to-date* information, keep checkin
***My Biz* website at**
https://www.cpms.osd.mil/selfservice.htr